

Narrative Statement Supplemental Form

Protocol Assistant (Interpreter-Translator)

FSN-08/FP-06

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
University degree is required.	
Experience:	
A minimum of two years of progressively responsible experience in interpreting or translating into English, Tajik, and Russian languages.	
Language Proficiency:	
Level V (professional translator ability) in written and spoken English, Russian, and Tajik is required. Language tests in all three languages will be administered.	
Knowledge:	
Must have comprehensive knowledge of Tajikistan's protocol guides, of the general etiquette and social mores of those aspects of the political structure and situation affecting protocol. Must be able to familiarize herself/himself with various subjects to render accurate, clear translations which capture all of the meanings and intent of the original document.	
Skills and Abilities:	
Level II typing ability (40 words per minute), level I stenographic ability and proficiency in operating word processing equipment.	